Surveys of Enacted Curriculum (SEC) Project:
VIEWING DATA INSTRUCTIONS FOR ADMINISTRATORS

Go to: **www.seconline.org**

Enter your username and password in the fields found in the "login" box on the home page.

To View Registration and Survey Numbers

1. Click on registration

2. Choose admin year

3. Then click on the gray box "review names" next to the group you are looking at

4. It will list the teachers that registered and which subject and grade they said they taught and the status of their survey.

5. To view the data, click on the blue tab at the top "SEC Reports"

REPORT GENERATOR

To View Instructional Practice Charts (all but Instructional Content):

1. Select the appropriate Subject

2. Select Chart Type

3. Select the Admin Year

4. Skip the Data Selection drop down menus

5. Select your region (project name)

6. Select your district from the District Selection or select (All Districts)

7. Select your school from the School Selection or select (All Schools)

8. Click Submit

To View Instructional Content Charts:

1. Select Subject

2. Select Chart Type (Instructional Content)

3. Select Chart Format (tile map or contour map)-these are the same sets of data just displayed in different ways.

4. **To view Standards and assessments:** Go to "Left Chart" and you should see "Data Selection", select the appropriate document from the drop down menu. Standards are listed with state abbreviations (AL, CA, DE, etc.). Secured assessments are listed with a state pseudonym, if you do not know your state letter, please contact the mecgroup@education.wisc.edu and request that information.

5. **To view teacher data**: with your state standards or assessments, go to "Right Chart" and skip "Data Selection" and go below to District and School Selections. Choose the appropriate district or school.

6. Click Submit.

There are a combinations of charts to view such as, state standards to state assessments, teacher practice to state assessments, district data to school data, etc. These are accessible from the Report Generator Web page, by selecting different districts, schools or documents (standards/assessments).

For further information, or if you experience difficulties, contact the SEC Helpdesk at mecgroup@education.wisc.edu.